Previous references.

File No. 52—10

1911.

Serial Nos. 1—4

(Prisons)

Later references.
Gen 447-14-(1-3)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1, 2, 3, 4.

Part B. for August 1911

SUBJECT.

Rules for the periodical destruction of useless records in the office of the D.I. of Prisons

---

Table of contents -

1) From the D.I. of Prisons No. 318/19-07 dt 30-3-11 submits draft rules for the destruction of records

2) To the D.I. of Prisons - No. ~~[illegible]~~ dt 29 33 dt 19.4.11 Enquiries about records to be preserved permanently

3) From the same Offr - No. 473/19-07 dt 29-4-11 Forwards revised draft rules.

4) To the D.I. of Prisons - Go. No: dt 447/ Pris 52-10-4 dt 3-8-11 Approves the draft with slight modifications

Recorded by G. R. S. 58

C R Cronan

18.10.11

SW 27/10

G.R.S. 11] 1910-11

GENERAL AND REVENUE SECRETARIAT

(Prisons)

NOTES.

Pris File No. 52-10

FILE HEADING.

Rules for the periodical destruction of useless records in the Office of the I.G. of Prisons in Mysore.

From

The Inspector-General of Prisons in Mysore.

No. 348/1908 Dated 30.3.11. Received 1.4.11.

Diary No. 1258 Enclos. 1 Spare Copies — { Serial No. 1

BRIEF ABSTRACT OF LETTER.

Submits draft Rules and states that after approval they will be embodied in the revised edition of the Mysore Jail Manual under compilation

NOTES AND ORDERS.

The draft Rules enumerate the kinds of records that may be destroyed after an interval of 3 or 5 years from the date on which they relate and it is not stated what kinds of records are to be preserved permanently. It appears

NOTES—First sheet.

GPB—15,000—24-4-09

G. R. S. 12]
General and Revenue Secretariat.

His File No. 52 of 1910

Serial No.

It appears necessary to specify these also with a view to guard against destruction of valuable records under a mistaken interpretation of their nature and usefulness.

3) Again it may be laid down in the rules that a Register of all papers destroyed from time to time should be maintained permanently and that this register should show the No. (if any) date and subject matter of each paper or set of papers destroyed.

4) As was done in the case of the records of the Rev. Dept the records of the Mines Dept may, for the purpose of these rules, be divided into two classes 'A' Permanent & 'Temporary' and for the sake of convenience the temporary records may be ordered to be destroyed after a lapse of 3 or 5 years after the time to which they relate.

Flag V

Subd for orders.

Ch. 10/7
8/4/11

5) But are there any records to be preserved permanently? Perhaps there are Cir. Circulars issued to guide workmen, Copies of important Govt Orders etc.

SW (11)
10/4/11

NOTE—Contn. sheet

GPB—55,000—27-4-09

G. R. S. 12]
General and Revenue Secretariat

Pris File No. 52 of 1910

Serial No.	
	5) Retrsp draft requiring whether there are no records intended to be preserved permanently and if there are requiring the I.G. to Prison Enumerate them and revise the draft rules accgly. 12/4/11
Pris 6)	Draft is put up. (G.W.) SW(11) 15/4/11 15/4/11 17/4
2	To The I. G. of Prisons in Mysore. No J 2933 dt 19-4-11 Enquires if there are no records in this office to be preserved permanently
3	From The I. G. of Prisons. No 473/19-09 dt 29-4-11 Forwards revised draft rules for the destruction of records in his office. 8) Submitted for orders. A printed

NOTE—Contn sheet

GPB—55,000—27-4-09

G. R. S. 12]
General and Revenue Secretariat.

Pris File No. 52 of 1910

Serial No.

Flag 9

Copy of the Govt. order regulating the destruction of records in the Offices of the D. G. of Registration is imposed is also sent up for reference. C.G. 11 d. 9 Among the records to be 18/5/11 preserved permanently the D.G. has included (1) the "Casual Leave Register" no (7) and "Jaffal & Muddam books" (no 13). It is a matter for consideration whether these books deserve to be kept permanently and whether they could not be destroyed at the end of 3 or 5 years.

may be destroyed at the end of 3 or 5 years respectively.

SR(11)
19/5/11

(1) It is also a question whether items nos (3), (4) & (11) of Sec IV should not be transferred to the temporary list

It would perhaps conduce to simplicity of arrangement if, as in the case of Registration Records, we divide the jail Records also into only two classes viz Permanent & temporary (3 or if necessary 5 years) 5 yrs.

3) 4(2) may be on the permanent list (11) may go to the temporary list - also (7) Casual leave register 18/5/11

11 (2) If the D.G's classification is retained, the order of sections in the proposed draft will have to be changed somewhat as follows — II will have to

NOTE—Contn sheet.

GPB—55,000—27-4-09

6

G. R. S. 12]
General and Revenue Secretariat.

Pris File No. 52 of 1910.

Serial No.

19) Issue

CSR
9/7/11

Issue
31/7/11

(To be taken up by the SC)

SH
2/8/11

Mr Narayanan + please
let us know the changes in the Act
made by the SC

I shall be glad if you
can kindly bring this in March

SH
24/7/11

4 To the Offg. Dr. Grimes - No J 447 93-8-11.
Approves of the Rules with slight
modifications.

SH
4/8/11

NOTE—Contn. sheet

GPB—50,000—12-8-10

G. R. S. 12]
General and Revenue Secretariat.

Pris File No. 52 of 1910.

Serial No.

become I & I will have to become II
II Similarly III & IV may change places.

23/5/11 SH

1 Dewan 18 Please put up drafts for approval

BKV
29/5/11
EH
SH
29/5/11

14 Draft submitted.
CB 1.8 SN (III) 15 Please type - with slight changes made
CB 6. 24/6/11
With the typed copies for approval
SH 27/6/11
SN 16 Typed copy is put up.
CB. SN 17 May be appd
10/7/11
SH
12 5 08
(Sd) J Dewan 11/7/11 18 "may be approved"
13/7/11 BKV
14/7/11
NOTE—Contn. sheet.
14.7.11 CB 10 17/7/11 Off appd by the Dewan
GPB 250,000—8-10

1 Pris 52-70—1

No. 348 Encl: 1.
19-09.

Office of the Inspr. Genl. of Prisons in Mysore,

Dated Bangalore, 30th March 1911.

From

Lt.-Colonel J.Smyth M.D., I.M.S.,

Inspector-General of Prisons in Mysore.

To

C.S.Balasundaram Iyer Esqr., B.A.,

Offg. Secretary to the Government of H.H.

the Maharaja of Mysore, Genl. & Rev. Deptts.

Sir,

Referring to your official Memorandum No. G.4811-57/G.M. 200-10-1 dated the 21st February 1911, I have the honor to state that the Rules regulating the preservation and destruction of records in Jails will be framed, and embodied in the Jail Manual under revision and submitted for approval of Government in due course.

2. As already reported in this office letter No.451/19-09 dated the 25th March 1909, no special rules exist regarding the destruction of records of this office. Papers of a routine nature not intended for permanent reference, Returns, Reports and accounts which have been checked and compiled or ledgered in Registers maintained for the purpose may, with advantage, be destroyed among the records of this office. A set of Rules containing the description of papers which are susceptible of destruction is herewith submitted for approval of Government.

I have the honor to be,

Sir,

Your most obedient servant,

For Inspector-General of Prisons.

T.C.G.

D 4205 J 2508
9

V. V.
Ver. Pro
Rec'd 190

From

The Inspr.-Genl. of Prisons
in Mysore.

To

The Secy. to Govt.
Genl. & Rev. Depts.

Dated 30th March 1911.

Despatched

Received

General No. 348
No. 19-09.

Enclosure No. 1.

States that the Rules regulating the preservation & destruction of records in Jails will be framed & embodied in the Jail Manual under revision & submitted for approval of Govt. in due course &c.

GPB—70 reams—27-12-09

2

G.R.S. 26] 17-4-11

File No. 52/10

Serial No. 2

Diary No. of letter replied to

No. J. 2933/Pris 52-10
d. 19.4.11
Encl. 1.

General and Revenue Secretariat
( )
, *the* 19 .

To
The D.S. Grants in Jaffna

Date of issue 19.4.11
20.

Signed by M.S. Sinniyamby

Sir,

In returning herewith the draft Rules for the destruction of Records in your Office forwarded with your letter No. 348/19-05 of 30.3.11, I am directed to inquire if there are no records in your Office to be preserved permanently. If there are any such, I am to request that they may be

over.

SUBJECT.

19/4/11

May be communicated under
draft
a section of the Rules
N

A Lincoln

for Secy

LB-107
15/4/11.

List of enclosures,

Copied by

Examined by

GPB—20,000—12-6-10

4 J 2771

No. 473 / 19-09 Ecc:1. Office of the Inspr. Genl. of Prisons in Mysore,

Dated Bangalore, 29th April 1911.

Pris 52-10
81 no 3

From

Lt.-Colonel J.Smyth M.D., I.M.S.,

Inspector-General of Prisons in Mysore.

To

C.S.Balasundaram Iyer Esqr., B.A.,

Offg. Secretary to the Government of H.H.

the Maharaja of Mysore, Genl. & Rev. Deptts.

Sir,

In reference to your letter No.J.2933/Pris.52-10-2 dated the 19th April 1911, I have the honor to forward herewith revised draft rules for the destruction of records of this office enumerating under a section thereof such records and Registers &c of this office as are, in my opinion, to be preserved permanently.

I have the honor to be,

Sir,

Your most obedient servant,

For Inspector-General of Prisons.

T.C.G.

J2771

190

From

The Inspr Genl of Prisons in Ireland.

To

The Secy: H Govt
Genl & Rev Depts.

Dated 29th April 11.

Despatched

Received

General No. 473

No. 19—09.

Enclosure No. 1.

Forwards revised draft rules for the destruction of records of this office &c.

GPE—70 reams—27-12-09

RULES REGULATING THE DESTRUCTION AND PRESERVATION OF RECORDS IN THE OFFICE OF THE INSPECTOR-GENERAL OF PRISONS IN MYSORE.

I. The following papers of routine nature may be destroyed after 5 years from date of their receipt in, or issue from, the office.

(a) Indents for clothing to servants or prisoners and for furniture including dockets and drafts of dockets relating to the same.

(b) Annual Reports on the Administration of Jails and Lock-ups received from Superintendents and District Magistrates.

II. The following papers of routine nature may be destroyed after 3 years from date of their receipt in, or issue from, the office.

(a) Reports on the transfer of charge of offices.

(b) Papers relating to casual leave of officers and subordinates.

(c) Monthly Returns of Jails and Lock-ups and correspondence relating to them.

(d) Annual Returns of Jails and Lock-ups and correspondence relating to them.

(e) Civil Surgeon's Returns from Jails with connected correspondence.

(f) Detailed Contingent bills and correspondence relating to them including Ration sheets and Ration Indent Books received therewith.

(g) All drafts of reminders.

(h) Fortnightly weighment statements with connected correspondence.

(i) Quarterly, half-yearly and Annual Returns received from Jails and Lock-ups as enumerated below:-

(1) Fresh men entertained
(2) Officials dismissed
(3) Pending pension applications.
x Quarterly.

(4) Persons surrendered outside the State.
(5) Of officials drawing Rs.70 and above.
x Half-yearly.

(6) List of European & Eurasian employees.)
(7) Dockets giving cover to Indents for Stationery and forms.)
(8) Inventory of Jails & Lock-ups x y e a r l y.
(9) Return of Manufactures)
(10) Budget Estimates received from Jails & Lock-ups with connected correspondence.)

III. Any other papers of purely routine nature and not intended for any reference may be directed to be destroyed at the discretion of the Inspector-General of Prisons.

IV. The following Records and Registers &c are to be preserved permanently

(1) Open files relating to correspondence on matters other than those mentioned in Sections I, II & III.

(2) "To" and "From" Registers.

(3) Ledger book of monthly returns of Jails and Lock-ups.

(4) Ledger book of fortnightly weighments in Jails.

(5) Mysore Gazette volumes.

(6) Index book of files.

(7) Casual leave Register. ×

(8) Contingent Register of Jails.

(9) Contingent Register of this office.

(10) Acquittance Roll of this office.

(11) Stock and Issue books of Stationery & forms. ×

(12) Account book of H.M.S. Stamps.

(13) Tappal and Muddam books. ×

(14) Printed Annual Reports of Jails and Lock-ups of this State.

(15) Printed Annual Reports of Jails in other Provinces.

(16) Printed Annual Reports of other departments of Government.

(17) Monthly volumes of Government Proceedings, quarterly Civil Lists, and History of Gazetted Officers.

(18) Leave Memo book and Inspector-General's order book

(19) File books of standing orders and Circulars.

(20) All books of Library.

(21) Any other record and register which at the discretion of the Inspector-General of Prisons may, by a special or general order, be directed to be permanently preserved.

For Inspector-General of Prisons.

Final Draft
Draft approved

Pris 71 No - 52 - 10
S. No - 4

Pro: of the Govt: of H.H.the Maharaja of

M y s o r e.

Read:-

Government memorandum No. G.4811/57-G.M.200-10-1 dated the 21st February 1911, requesting certain Heads of Departments to submit ~~to submit~~ for the approval of Government, suitable rules to regulate the periodical destruction of records in their respective offices .

2. Correspondence ending with letter No. 473/19-09 dated the 29th April 1911 from the Inspector General of Prisons in Mysor forwarding for the approval of Government draft rules for regulating the destructio and preservation of records in his office in accordance with the instructions conveyed in the Government memo read above.

Order thereon No. J447/Pris 52-10-4

Dated Bangalore, 3rd ~~July~~ August 1911.

Signed by
Sir Shivaswamy

The rules for the preservation and ~~for~~ the destruction of the records of his office

office submitted by the Inspector General of Prisons in Mysore are slightly modified as under and approved: ——

I. The following papers of a routine nature may be destroyed after five years from the date of their receipt in, or issue from the office, — except in the case of item (a) which may be kept ~~in~~ for 10 years. ——

(a). Indents for clothing to servants and prisoners and for furniture including dockets ~~relating to the same~~ and drafts of dockets relating to them ~~same~~. —

(b). Annual Reports on the Administration of Jails and Lock-ups received from Superintendents and District Magistrates.

(c). Reports on the transfer of charge of officers.

(d). Papers and registers relating to causual leave of officers and subordinates.

(e). Monthly returns of Jails and Lock-ups and correspondence relating to them.

(f). Annual Returns of Jails and Lock-ups and correspondence relating to them.

(g). ~~Civil Surgeon's~~ Medical Offi's Returns from Jails with connected correspondence.

(h).

(h). Detailed Contingent bills and cor
respondence relating to them including
Rations sheets and Ration Indent Books
received therewith.

(i). All drafts of reminders.

(j). Fortnightly weighment statements
with connected correspondence.

(k). Stock and issue books of stationer
and forms.

(l). Tappal and Muddam books.

may be kept for 10 years RRM 13/7/11

(m). Quarterly, half yearly and annual
returns received from Jails and Lock-ups
as enumerated below:-

Q U A R T E R L Y.

Lists of
(1) Freshmen entertained
(2) Officials dismissed
(3) Pending pension applications

H A L F Y E A R L Y

(4) Persons surrendered outside the
State.

(5) Officials drawing Rs. 70/- and above.

Y E A R L Y

(6) European and Eurasian employees.

(7) Dockets giving cover to indents for
Stationery & Forms.

List of

(8) Inventory of Jails and Lock-ups.

(9) Return of Manufactures.

(10) Budget Estimates received from Jails and Lock-ups with connected correspondence.

II. The following records and Registers &c are to be preserved permanently.

(1) Open files relating to correspondence on matters other than those mentioned, in Sections I. & ~~III.~~

(2) "To" and "From" Registers.

(3) Ledger Book of monthly returns of Jails and Lock-ups.

(4) LedgerBook of ~~monthly returns of~~ of fortnightly weighments in Jails.

(5) Mysore Gazette Volumes.

(6) Index book of files.

(7) Contingent Registers of Jails.

(8) Contingent register of the Office of the Inspector General of Prisons.

(9) Acquittance roll of the Office of the Inspector General of Prisons.

(10) Account book of Her Majesty's Service stamps.

(11) Printed Annual Reports of Jails and Lock-ups of the State.

(12) Printed Annual Reports of Jails in other provinces.

(13) Printed Annual Reports of other Departments of Government.

(14) Monthly Volumes of Govt: Progs: quarterly Civil Lists and History of Gazetted Officers.

(15) Leave memo book and Inspector General's order book.

(16) File books of ~~stationery~~ standing orders and circulars.

(17) All books in the Library.

(18) Any other records or register which at the discretion of the Inspector General of Prisons may, by a special or general order, ~~may~~ be directed to be permanently preserved.

III. ~~Any~~ Other papers of a purely routine nature and not required for any reference may be directed to be destroyed at the discretion of the I. G. of Prisons.

To
The Inspector General of
Prisons in Mysore.

A.V.

Offg: Secretary.